



CITY OF LONG BEACH
DEPARTMENT OF LIBRARY SERVICES

TRANSFER OPPORTUNITY

GENERAL LIBRARIAN

MAIN LIBRARY SERVICES BUREAU

\$26.836 - \$36.467per hour

THE POSITION:

The Department of Library Services has an immediate transfer opportunity for a full-time General Librarian (Teen Services) position. The selected candidate will work at the Main Library under the direction of the Youth Services Department Librarian, performing professional library work, including collection management, programming, reference, readers' advisory, and outreach services for teens (grades 7-12).

EXAMPLES OF DUTIES:

- Develops, maintains, and weeds teen collections, including books, audiobooks, magazines, and other materials, according to Collection Development Policy, and based on journal reviews, evaluation of current collection, and patron requests;
- Plans, organizes, and conducts a wide variety of programs and services to meet the informational, educational, and recreational needs of teens;
- Reads professional journals, reviews, and other online resources to keep abreast of new books, ideas and trends in teen services;
- Creates an environment that attracts and invites teens to use the space and the collection;
- Contributes information relevant to teens to be included on the library's website and to be displayed in the teen space;
- Advocates for teens and teen services within the library system, in the community at large, and with other community agencies;
- Conducts library tours for middle and high school students and provides instruction in library resources and basic research techniques;
- Participates in community outreach and community presentations;
- Trains, supervises and provides feedback to teen volunteers and non-professional staff;
- Prepares regular and special statistical and narrative reports;
- Performs other related duties as required.

APPLICATION PROCESS:

The Department will consider current City employees holding a permanent position in the General Librarian classification. This recruitment will close at 4:30 PM (Pacific Time) on Friday, August 19, 2016. To apply for this opportunity, please submit a resume via e-mail to:

LibraryRecruitment@lbpl.org

Include the recruitment code General Librarian in the subject line of your e-mail.

MINIMUM REQUIREMENTS:

- Open to current permanent General Librarians within the Long Beach Public Library;

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- A thorough and current knowledge of young adult literature;
- Prior experience presenting public library programs and services to teens;
- An understanding of the intellectual, emotional, psychological, and physical development of adolescents, along with genuine respect for teens and an ability to establish rapport with them;
- Strong written, oral, and interpersonal communication skills;
- Flexibility, initiative, creativity, energy, patience, resourcefulness, and good judgement;
- Strong public service attitude and ability to relate to and communicate with children, teens, and adults from diverse ethnic, cultural, and socioeconomic backgrounds;
- Ability to work, adapt, and thrive in a changing library environment;
- Ability to effectively utilize the internet, online databases and computer software;
- Ability to work within deadlines;
- Must be available to work weekends and evenings.

DESIRABLE QUALITIES:

- Bilingual in English and Spanish

***AN EQUAL OPPORTUNITY EMPLOYER,
THE DEPARTMENT OF LIBRARY
SERVICES VALUES AND ENCOURAGES
DIVERSITY IN ITS WORKFORCE.***

If you require an accommodation because of a disability to participate in any phase of the selection process or require an alternate format, please call (562) 570-6110. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable